

**Procedural Guide  
for the  
2002 RESOURCES BOND ACT  
ROBERTI-Z'BERG-HARRIS URBAN OPEN  
SPACE AND RECREATION GRANT PROGRAM  
  
BLOCK GRANTS**

California Clean Water, Clean Air, Safe Neighborhood Parks, and  
Coastal Protection Act of 2002

September 2003

State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION



*“Creating Community through People, Parks and Programs”*

## **OFFICE OF GRANTS AND LOCAL SERVICES CONTACT INFORMATION**

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**STATE OF CALIFORNIA  
DEPARTMENT OF PARKS AND RECREATION**

**DEPARTMENT MISSION**

The mission of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

**THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION STATEMENT**

The Mission of the Office of Grants and Local Services is to address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships and providing leadership through quality customer service.

**OGALS VISION GOALS**

To Be:

- A leader among park and recreation professionals.
- Proactive in anticipating public park and recreation needs and how new legislation and grant programs could best meet these needs.
- Honest, knowledgeable and experienced grant administration facilitators.
- Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- Perceptive to opportunities for partnerships, growth and renewal where few existed before.
- Committed to providing quality customer service in every interaction and transaction.
- Responsive to the needs of applicants, grantees, non-profit organizations, local governments, legislative members, and Department employees.

**INTRODUCTION**

The intent of this guide is to assist with the application and administration process for the Roberti-Z'berg-Harris Block Grant Program. The following guidelines contain elements of the Resources Bond Act of 2002 programs administered by the Department of Parks and Recreation, Office of Grants and Local Services.

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## I. DEFINITIONS

Capitalized words and terms, other than the first word of each sentence, appear in these guidelines. Unless otherwise stated, the terms defined below and used in this Procedural Guide shall have the following meanings:

**Acquisition** - to obtain fee title or a lesser interest in real property, including specifically, a conservation easement or Development rights. Leases or rentals do not constitute acquisition. Land or interests in land acquired with Bond Act funds shall be acquired from a willing seller. All acquisitions shall be in perpetuity.

**Allocation** - a distribution of funds by the Department, or an expenditure limit established for one or more Projects.

**Applicant** - an agency or organization requesting funding from a grant program administered by the Department.

**Application** - the individual Application form and its required attachments for grants pursuant to the enabling legislation and/or program.

**Appropriation** - a Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.

**Bond Act** - the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, also known as the Resources Bond Act of 2002.

**Capital Improvement** - projects which utilize expenditures for Acquisition, Development, or both, of land and/or facilities to improve the property's usage and access for park and recreation purposes. Funds for Development may be used only for permanent or fixed features of the property.

**CEQA** - the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et. Seq.; Title 14 California Code of Regulations Section 15000 et. seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and Historical Resources that may occur as a result of the agency's proposed Project.

**Contract** - an agreement between the Department and the Grantee specifying the payment of funds by the Department for the performance of the Project Scope within the Project Performance Period by the Grantee.

**Department** - the California Department of Parks and Recreation.

**Development** - including, but is not limited to, improvement, Rehabilitation, restoration, enhancement, Preservation, protection and interpretation. The Bond Act funds may

only be used for Capital Improvement except for special Major Maintenance Projects and Innovative Recreation Programs.

**Director** - the Director of the California Department of Parks and Recreation.

**District:**

- Regional park Districts formed under Article 3 (commencing with Section 5500) of Chapter 3 of the Public Resources Code,
- Recreation and park Districts formed under Chapter 4 (commencing with Section 5780) of the Public Resources Code,
- Any public utility District formed under Division 7 (commencing with Section 15501) of the Public Utilities Code in a Nonurbanized Area that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by the District.
- Any community services District formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a Nonurbanized Area which is authorized to provide public recreation as specified in subdivision (e) of Section 61600 of the Government Code.
- Any memorial District formed under Chapter 1 (commencing with Section 1170) of Division 6 of the Military and Veterans Code that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by the District.
- The Malaga County Water District exercising powers authorized under Section 31133 of the Water Code.
- Any county service area, or zone therein, within the County of San Bernardino which is empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 1 of Division 2 of Title 3 of the Government Code, which is actually providing public park and recreation services, and which was reorganized prior to January 1, 1987, from a park and recreation District to a county service area or zone.

**Force Account** - project work performed by a Grantee's own work force. Force Account expenses are eligible costs for reimbursement.

**Grantee** - an entity that has a Contract for grant funds.

**Heavily Urbanized Area** - a large city with a population of 300,000 or more and a large county or regional park District with a population of 1,000,000 or more, as determined by the Department of Finance based on the 2000 Census.

**Historical Resource** - includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

**Innovative Recreation Program** - specially designed, creative social, cultural, and human service activities which by their nature are intended to respond to the unique and otherwise unmet recreation needs of special urban populations, including, but not limited to, senior citizens, individuals with disabilities, chronic and "new" poor, single parents, "latchkey" children, and minorities. The term includes special transportation programs designed to facilitate access of these groups to parks and recreational programs and facilities.

**Jurisdiction** - the legal boundary of the grant Applicant, i.e. the city, county, District.

**Local Agency** - a city, county, or District that is eligible for the Roberti-Z'berg-Harris Block Grant Program.

**Nonurbanized Area** - any city, county, or District which does not qualify as an Urbanized Area or Urbanized County under the definitions in Section 5621 (c) of the Public Resources Code.

**Preservation** - identification, evaluation, recordation, documentation, interpretation, protection, Rehabilitation, restoration, stabilization, Development, and reconstruction, or any combination or those activities.

**Project** - the Acquisition, Development, enhancement, Rehabilitation, restoration, or other activity to be accomplished with Bond Act funds.

**Project Grant Amount** - the amount of Grant funds assigned by the Grantee to a specific Project.

**Project Officer** - an employee of the Department who acts as a liaison with the Applicants or Grantees, administers grant funds, and ensures compliance with guidelines and grant Contract.

**Project Performance Period** - the period of time that the grant funds are available, the time in which all costs must be incurred, and the Project must be completed, billed and paid. Only eligible costs incurred during the Project Performance Period will be paid.

**Project Scope** - the description of activity or work to be accomplished on the Project, as described in the Application form, utilizing grant funds.

**Rehabilitation** - renovation to a park and recreation facility to return it to its original or 'near' original purpose.

**RZH** - the Roberti-Z'berg-Harris Urban Open-Space and Recreational Program Act [Chapter 3.2 (commencing with Section 5620)] of the Public Resources Code.

**Special Major Maintenance Project** - a Rehabilitation or refurbishing activity performed on an annual or more infrequent interval, excluding Capital Improvements and routine or other regularly scheduled and performed tasks such as grounds mowing, hedge trimming, garbage removal, and watering. Special Major Maintenance Project includes activities which will reduce energy requirements to operate recreational lands or facilities.

**Urbanized Area** - a central city or cities and surrounding closely settled territory, as determined by the Department of Finance based on the 2000 Census.

**Urbanized County** - any county with a population of 200,000 or more, and less than one million as determined by the Department of Finance based on the 2000 Census.

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.605, 5096.606, 5627, 5628, 5629, and 5630.5 Public Resources Code.

## **II. GENERAL INFORMATION**

### **Bond Act Intent**

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 is intended to acquire and develop properties of the State Park system, to acquire and develop neighborhood, community, and regional parks and recreational areas, for land, air, and water conservation programs, including acquisition for those purposes, and to acquire, restore, preserve and interpret California's historical and cultural resources.

### **Water Conservation Measures**

The Department recommends that Grant recipients consider water conservation measures as part of bond funded Projects.

### **Re-Use of Existing Buildings**

The Department recommends that grant recipients consider refurbishing and rehabilitating existing building for new uses appropriate to this grant program.

### **Funds Reverting to the Legislature**

Any grant funds that are not encumbered within three years and expended by the Grantee within eight years from the date of Appropriation shall revert to the fund and be available for Appropriation by the Legislature for one or more of the local assistance programs that the Legislature determines to be the highest priority Statewide.

### **Legal Requirements**

The Grantee shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

### **Site Visits**

The Grantee shall permit site visits, including a final inspection of the Project lands or facilities acquired or developed using Bond Act funds, to determine if the work performed is in accordance with the approved Project Scope.

### **Accounting Requirements**

Grantees shall maintain an accounting system that does the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.) and
- Provides accounting data so the total cost of each individual Project can be readily determined

**State Audit**

Projects are subject to audit by the Department for three years following the final payment of grant funds. The audit shall include all books, papers, accounts, documents, or other records of the Grantee as they relate to the Project for which the funds were granted. The Grantee shall provide the following:

- Project records, including the source documents and cancelled warrants, readily available to the Department.
- An employee having knowledge of the Project to assist the Department’s auditor.
- A copy of any document, paper, record, or the like requested by the Department.
- All Project records must be retained for at least three years following the final payment of grant funds or one year following an audit whichever is later.

Note: Authority cited: Section 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.610, 5096.633, and 5096.689, Public Resources Code.

**III. RZH BLOCK GRANT PROGRAM DESCRIPTION**

**RZH Block Grant Program Intent**

The RZH Grant Program is intended to meet the urgent need for safe, open, and accessible local park and recreational facilities for increased recreational opportunities that provide positive alternatives to social problems.

As a means of addressing these critical neighborhood park needs, the 2002 Bond Act provides \$186.7 million in funds to implement the RZH Program. \$155 million of these funds have been allocated as Block Grants. The Block Grant funds are allocated on a population-based formula to cities, counties and Districts that meet the definition of “District” found on page 2.

RZH grants shall be expended for high-priority Projects that satisfy the most urgent park and recreation needs, with emphasis on unmet needs in the most heavily populated and most economically disadvantaged areas within each Jurisdiction. RZH grants to cities, counties, and Districts are intended to supplement - not supplant - local expenditures for park and recreation facilities. They are not to diminish in any way the current efforts to provide park and recreation services.

The Bond Act encourages collaboration (partnerships) on Projects.

**Key Dates**

**Milestones**

June 30, 2006	Grantee must have a fully-executed Contract.
June 30, 2011	Project must be completed and all paperwork submitted to the Department.

**Amount of Funds Available: \$154,961,000**

The State costs of administering the Bond Act shall be paid out of the bond proceeds. These costs shall be shared proportionately by each program funded through the Bond Act. The amount of funds available reflects the State administrative costs deduction.

The RZH Block Grant funds are available in two components:

- Urbanized Area Program \$128,823,000
- Heavily Urbanized Area Program \$26,138,000

**Matching Contribution**

No match is required for the 2002 Resources Bond Act RZH Block Grant Program.

**Eligible Applicants for Urbanized Area Program**

Sixty percent (60%) of the \$128,823,000 shall be allocated to the following entities based on population:

1. Cities located in an Urbanized Area (see page 44).
2. Eligible Districts, other than a regional park District, regional park and open-space District, and regional open-space District located in an Urbanized Area (see page 44).

An “Urbanized Area” consists of a central city or cities and surrounding closely settled territory, as determined by the Department of Finance on the basis of the most recent verifiable census data. The most recent verifiable census data is the “Urbanized Areas” maps produced by the Bureau of the Census, an agency of the U.S. Department of Commerce, and based on the 2000 U.S. Census.

Forty Percent (40%) of the \$128,823,000 shall be allocated to the following entities:

1. Counties with a population of 200,000 or more (see page 44).
2. Regional park Districts in an Urbanized Area (see page 44).

**Eligible Applicants for Heavily Urbanized Area Program**

Sixty percent (60%) of the \$26,138,000 shall be allocated to cities with a population of 300,000 or greater (see page 44).

Forty Percent (40%) of the \$26,138,000 shall be allocated to the following entities.

- 1). Counties with a population of 1,000,000 or more (see page 44).
- 2). Regional park Districts with a population of 1,000,000 or more (see page 44).

**Eligible Projects**

The following types of Projects are eligible for funding. The Local Agency shall adhere to the conditions that apply to these Projects.

## 1. Acquisition

- Open space areas.
- Historic sites and structures (see page 9).
- Lands and structures to be converted to recreation use.

Acquisition may include developed or undeveloped parcels, fee title, less than fee title, such as easements, rights of way, riparian rights, or any interest sufficient to accomplish Project goals. Priority consideration should be given to Projects with ready access to large numbers of the immediate population. Property obtained under the state grant program must comply with provisions of Chapter 16, Sec. 7260 of Div. 7, Title 1 of the Government Code, and state procedures established by the California Department of Parks and Recreation. Land or interests in land acquired with Bond Act funds shall be acquired from a willing seller. All acquisitions shall be in perpetuity.

Special circumstances apply if the Project involves the Acquisition of agricultural lands or has an impact on those lands (see page 12).

## 2. Development/Rehabilitation

- Preservation, Rehabilitation, or restoration of historic sites or structures if they are in a park and recreation area (see page 9).
- Development of a park or recreational facility that meets an identifiable recreation need.
- Rehabilitation of park, recreation, or historical facilities that are no longer fully serviceable, and that, when rehabilitated, provide expanded or additional recreation or historical opportunities.

Adequate tenure to the property is required for Development/Rehabilitation Projects. Adequate tenure means the Applicant owns the land or holds a lease or other long-term interest that is satisfactory to the Department (see page 11).

## 3. Special Major Maintenance

Eligible Special Major Maintenance Projects include Rehabilitation or refurbishing activities performed on an annual or more infrequent interval, excluding Capital Improvements and routine or other regularly scheduled and performed tasks such as grounds mowing, hedge trimming, garbage removal and watering. Special Major Maintenance Projects include activities that will reduce energy requirements to operate recreational lands or facilities. Frequent and routine operation and maintenance, including costs for equipment and personnel, are not eligible. Special Major Maintenance Projects must be used at parks that were acquired or developed with funds from the RZH Program. No more than 30% of the grant amount may be used for Special Major Maintenance or Innovative Recreation Programs, or a combination of both.

#### **4. Innovative Recreation Programs**

Specially designed, creative social, cultural, and human service activities which by their nature are intended to respond to the unique and otherwise unmet recreation needs of special urban populations, including, but not limited to, senior citizens, individuals with disabilities, chronic and "new" poor, single parents, "latchkey" children, and minorities. The term includes special transportation programs designed to facilitate access of these groups to parks and recreational programs and facilities. No more than 30% of the grant amount received may be used for Special Major Maintenance or Innovative Recreation Programs, or a combination of both.

#### **Historic Preservation Project Requirements**

Projects for Acquisition, Preservation, Rehabilitation, or restoration of historic sites or structures are eligible if they are located in a park and recreation area, and the structure's Rehabilitation will compliment or enhance the recreational use of the park or recreation area. Projects must appear on one of the following four registration programs: 1) National Register of Historic Places, 2) California Historic Landmark Program, 3) California Register of Historical Resources, or 4) Points of Historic Interest Program. Or, if the site is NOT listed in one of these registration programs, the applying Jurisdiction's governing body may provide a resolution declaring the site to have true historic value, and a declaration of its intent to apply immediately for historic registration.

Note: Authority cited: Section 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.605, 5096.620, 5621, 5622, 5625.3, 5628, and 5629, Public Resources Code.

### **IV. HOW TO APPLY FOR RZH BLOCK GRANT FUNDS**

#### **How to Get a Contract**

1. The Applicant submits a resolution authorized by their governing body (see page 20). It is not necessary to identify Projects in the resolution.
2. The Department reviews the resolution and sends a Contract to the Applicant for signature.
3. The Applicant returns the signed Contract to the Department.
4. The Department returns a fully executed Contract to the Applicant (now Grantee).
5. A Contract must be fully executed within three years from the Appropriation date, or funds will revert to the Legislature.

#### **How to Apply for a Project(s)**

1. The Grantee determines the Project(s) and amount of grant funds needed for each Project.

2. As Projects are identified, the Grantee submits individual Project Application(s) to the Department (see page 10).
3. The Department reviews the Application materials and sends a letter of approval to the Grantee or requests additional information.

### **How to Request Funds**

1. After the Application is approved, the Grantee may request advances for the Project (see page 14).
2. The Grantee may request reimbursement only for expenses incurred after the program Appropriation date.

### **Project Completion**

1. The Grantee completes the Project and submits the Project Completion Package (see page 38) to the Project Officer.
2. The Department conducts the final on-site Project inspection.
3. The Department processes the final payment.
4. The Project(s) must be fully completed (including processing final payment) within eight years after the Appropriation date, or funds will revert to the Legislature.
5. The Department may perform an audit of the completed Project (see page 6).

### **Application Requirements and Checklist**

The Project Application shall consist of one copy of each of the following items, in the order they are listed below.

1.  Project Application Form. The Project Application form (see page 30) must be completed and signed by the Grantee's authorized representative and the representative from the Grantee's planning agency.
2.  Cost Estimate (Development Projects only). Provide details on non-construction costs and construction costs. Refer to the Eligible Costs Chart (see page 17) and sample Cost Estimate (see page 37) when formulating a cost estimate.
3.  Acquisition Schedule. For Projects involving Acquisition, provide a schedule and an Acquisition map outlining the acreage and parcel number(s) to be acquired (see page 34).
4.  CEQA. At the time of Application the Applicant must provide either:

(1) A Notice of Exemption filed with, and stamped by, the county clerk,

**or**

(2) An initial study with a Negative Declaration, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk,

**or**

(3) An initial study and an Environmental Impact Report, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk.

5.  Land Tenure (Development Projects only). If property is not owned in fee simple, provide documentation (lease, agreements, etc.) verifying that land tenure requirement has been met (see page 11).
6.  Leases or Agreements. Provide a list of all *other* leases, agreements, etc., affecting Project lands or the operation and maintenance thereof, excluding those relevant to land tenure (if applicable).
7.  Site Plan. For Projects involving Development, provide a drawing or depiction indicating what improvements the Applicant will make, where the improvements will be located on the property, and the approximate square footage of the improvements.
8.  Topographic Map. Provide an 8 ½ “ by 11” topographical map indicating the Project site location. This map should be a 7.5-Minute Series (1:24,000 scale).
9.  Project Location Map. Provide a map (city or county) with enough detail to allow a person unfamiliar with the area to locate the Project. The map should indicate access points to the site.
10.  Photos of the Project Site.
11.  Required Permits. Provide a list of existing and additional required permits, if applicable, the status of each, and indicate when permit approval will occur. Examples include:
  - State Lands Commission
  - San Francisco Bay Conservation and Development Commission
  - Regional Coastal Zone Protection Commission
  - Corps of Engineers

Note: Authority cited: Section 5096.624 and 5625, Public Resources Code. Reference: Sections 5628 and 5629, Public Resources Code.

## **V. ADMINISTRATIVE PROVISIONS**

### **Land Tenure Requirements**

For Development Projects, the Applicant must certify to the Department that they have adequate tenure to, and site control of, properties to be improved.

Tenure includes, but is not limited to:

- Ownership
- Lease
- Easement
- Joint powers or similar agreement

Adequate site control is the power or authority to:

- Manage, direct, superintend, restrict, regulate, govern, administer, or oversee a plot of ground suitable or set apart for some specific recreational use.

For property not owned in fee simple, tenure must include a level of site control commensurate with the activities proposed in the Project Scope section of the Application Form.

The Department requires that the Grantee agree to use the property for public recreation for the length of time stated below. The land tenure agreement only applies if the Grantee does not have fee title. All less than fee title agreements must have a renewal clause. A lease or other agreement can only be revocable by mutual consent or for cause.

- Grants up to and including \$100,000 require at least 10 years of land tenure and public recreation operation.
- Grants exceeding \$100,000 require at least 20 years of land tenure and public recreation operation

If the Project is selected for funding, the Grantee shall:

1. Use the property only for the purpose for which the grant was made and to make no other use, sale or other disposition of the property, except as authorized by a specific act of the Legislature.
2. Maintain and operate the property funded for a period that is commensurate with the type of Project and the proportion of state funds allocated to the capital costs of the Project.

The Department recognizes that specific recreation activities may change over time; however, the property must remain available for public recreation use.

### **Agricultural Land Issues**

Grant Applicants must do the following prior to acquiring either agricultural lands, or any other lands the Acquisition of which may have an adverse economic impact on neighboring agricultural operations:

- Hold a public hearing in the County in which the proposed Project is located, at which the public may comment on the proposed Project.

- Ensure that a hearing notice is published at least twice in a newspaper of general circulation in the County.

Applicants must attach documentation to their Application to substantiate that they completed these requirements.

### **Changes to Project Scope**

A Grantee wishing to change the Project Scope of an approved Project shall submit any changes to the original Project Scope in writing to the Department for prior approval.

### **Project Withdrawals**

The Grantee may rescind the Project at any time. The Grantee shall submit a written request to the Department to rescind the Project.

### **Loss of Funding**

The following actions may result in a Grantee's loss of funding:

- A Grantee fails to obtain a Contract within three years of Appropriation of program funds.
- A Grantee withdraws from the grant program
- A Grantee fails to complete the Project and/or fails to submit all documentation within eight years from the Appropriation date of program funds

### **Public Access**

The Grantee shall provide for public access to the Project lands and/or facilities in accordance with the intent and provisions of the enabling legislation and/or program.

### **Pass-Through Funding**

- If the Applicant intends to transfer funds to another eligible entity, the agency that relinquishes the funds submits to the State a resolution from the governing body using the required language in the existing resolution that declares the funds are transferred, identifies the recipient, and identifies the funding amount.
- The eligible recipient submits to the State a resolution that declares their acceptance of the funds from the donor, and identifies the funding amount.

Note: Authority cited: Sections 5096.624 and 5625, Public Resources Code. Reference: Sections 5096.633, 5625.3, 5626, and 5627, Public Resources Code.

## **VI. PAYMENT PROCESS**

### **Grant Fund Availability**

Grant funds are available for expenditure after they are appropriated in the State budget. The Grantee must have a fully executed Contract with the Department within **three years** from the Appropriation date of the grant Program. The Grantee must complete the Project, and receive final payment within **eight years** from the Appropriation date.

### **Interest Earned From an Advance**

If grant monies are advanced, the Grantee shall place these monies in a separate interest bearing account, setting up and identifying such account prior to the advance. Interest earned on grant monies shall be used on the Project, as approved by the State. If grant monies are advanced and not expended, the unused portion of the grant shall be returned to the State within 60 days of completion of the Project or end of the Project Performance Period, whichever is earlier.  
payment request.

### **Reimbursements**

The Grantee may receive up to 80% of the total Project Grant Amount prior to Project completion. The Department will reimburse the final 20% of the Project Grant Amount upon Project completion.

### **Payment Request Process – Development Projects**

1. After the grant Contract has been fully executed, the Grantee may request a 10% advance of the Project Grant Amount, as specified in the approved Application, to be spent on non-construction costs such as plans and specifications.
2. If the Grantee has requested a 10% advance, the Grantee may request up to an additional 70% of the Project Grant Amount for a total of up to 80% of the Project Grant Amount, or up to 80% of the amount of the construction contract award, whichever is less. The Grantee may request an advance after submitting evidence that the construction contract has been awarded and a Notice to Proceed has been issued or evidence that the Project is ready to proceed using Force Account Labor.
3. If the Grantee has not requested a 10% advance the Grantee may request up to 80% of the Project Grant Amount, or up to 80% of the amount of the construction contract award, whichever is less. The Grantee may request an advance after submitting evidence that the construction contract has been awarded and a Notice to Proceed has been issued or evidence that the Project is ready to proceed using Force Account Labor.
4. The Grantee may submit multiple Payment Request Forms as necessary, but is encouraged to group costs together to avoid frequent requests. Generally, payment requests of less than \$10,000 are discouraged.
5. After the Grantee completes the Project, the Grantee submits the Project Completion Package (see page 38) and supporting documents for the final payment.
6. Please allow six weeks for payment. Final grant payment must be processed within eight years from the Appropriation date.

## Payment Request Process – Development Projects

<b>Payment Type</b>	<b>When to submit it</b>	<b>Supporting Documentation to Send to Project Officer</b>
10% Advance	After the grant Contract has been fully executed and the Project Application Approved	<ul style="list-style-type: none"> <li>• Payment Request Form</li> </ul>
Up to 80% Advance	After the grant Contract has been fully executed and the Project Application Approved	<ul style="list-style-type: none"> <li>• Payment Request Form</li> <li>• Evidence of signed construction contract or a Notice to Proceed, <u>or</u></li> <li>• Evidence that the Project is ready to proceed utilizing Force Account Labor</li> </ul>
Reimbursement Up to 80%	After Grantee has spent funds to implement the Project	<ul style="list-style-type: none"> <li>• Payment Request Form</li> <li>• Project Cost Summary Form</li> <li>• Labor Cost Summary Form (if applicable)</li> <li>• Equipment (Rental) Cost Summary Form (if applicable)</li> </ul>
Final	After the Grantee has completed the Project	<ul style="list-style-type: none"> <li>• Project Completion Package</li> </ul>

## Payment Request Process – For Projects Involving Acquisition

All real property shall be acquired from a willing seller and in compliance with current laws governing relocation and Acquisition of real property.

1. After the grant Contract has been fully executed, the Grantee may request a 10% advance of the Project Grant Amount, as specified in the approved Application, to be spent on pre-Acquisition costs such as appraisals and plans.
2. If the Grantee has requested a 10% advance, the Grantee may request up to an additional 70% of the Project Grant Amount, as specified in the approved Application, for a total of up to 80% of the Project Grant Amount upon submission of evidence that escrow is open. The Grantee shall immediately place these funds in escrow.
3. If the Grantee has not requested a 10% advance, the Grantee may request up to 80% of the Project Grant Amount as specified in the approved Application upon submission of evidence that escrow is open. The Grantee shall immediately place these funds in escrow.
4. The Grantee may submit multiple Payment Request Forms as necessary, but is encouraged to group costs together to avoid frequent requests.
5. After the Grantee completes the Project, the Grantee submits the Project Completion Package and supporting documents for the final payment.

6. Please allow six weeks for payment. Final grant payment must be processed within eight years from the Appropriation date.

**Payment Request Process – For Projects Involving Acquisition**

<b>Payment Type</b>	<b>When to Submit it</b>	<b>Supporting Documentation to Send to Project Officer</b>
10% Advance	After the grant Contract has been fully executed and the Project Application approved	<ul style="list-style-type: none"> <li>• Payment Request Form</li> </ul>
Up to 80% Advance	After the grant Contract has been fully executed and the Project Application Approved	<ul style="list-style-type: none"> <li>• Payment Request Form</li> <li>• Evidence of open escrow</li> </ul>
Reimbursement - up to 80%	After Grantee has spent funds to implement the Project	<ul style="list-style-type: none"> <li>• Payment Request Form</li> <li>• Project Cost Summary Form</li> <li>• Labor Cost Summary Form (if applicable)</li> </ul>
Final	After the Grantee has completed the Project	<ul style="list-style-type: none"> <li>• Project Completion Package</li> <li>• Recorded Grant Deed</li> <li>• Final Title document</li> <li>• Relocation Plan, where occupants were provided eligibility for relocation assistance, if applicable.</li> </ul>

**Eligible Costs**

- Only costs incurred during the Project Performance Period, as indicated in the Contract, are eligible.
- See Eligible Costs Chart on the following page for more information.

## Eligible Costs Chart

COSTS	EXPLANATION	EXAMPLES
<b>Non-Construction Costs</b> (cannot exceed 25% of the total requested State Grant Amount)		
Non-Construction Costs	<ul style="list-style-type: none"> <li>Costs including Project planning (excluding grant writing costs), appraisals, and negotiations.</li> </ul>	<ul style="list-style-type: none"> <li>Plans and specifications</li> <li>Permits</li> </ul>
<b>Construction Costs</b>		
Personnel or Employee Services	<ul style="list-style-type: none"> <li>Must be computed according to the Grantee's normal wage or salary scales, and on the actual time spent on Project</li> <li>Must not exceed Grantee's established rates for similar positions</li> </ul>	<ul style="list-style-type: none"> <li>Wages and benefits</li> <li>Work performed by another department</li> </ul>
Construction and Construction Management	<ul style="list-style-type: none"> <li>All necessary construction activities</li> </ul>	<ul style="list-style-type: none"> <li>Facility Development</li> <li>Inspection &amp; construction management</li> </ul>
Construction Equipment	<ul style="list-style-type: none"> <li>The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes</li> <li>The Grantee may use the California Department of Transportation's equipment rental rates as a guide</li> <li>The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage</li> <li>The equipment use charges must be made in accordance with the Grantee's normal accounting practices</li> <li>The Grantee must describe the work performed, the hours used, and related use to Project</li> </ul>	<ul style="list-style-type: none"> <li>Rental equipment</li> </ul>
Fixed Equipment	<ul style="list-style-type: none"> <li>Equipment permanently fixed to Project facility</li> </ul>	<ul style="list-style-type: none"> <li>Play equipment</li> <li>Fixed benches</li> <li>Signs/interpretive aids</li> </ul>
Construction Supplies/Materials	<ul style="list-style-type: none"> <li>May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay</li> <li>The Grantee may only claim those costs directly related to the Project</li> </ul>	Materials and Supplies: <ul style="list-style-type: none"> <li>Concrete</li> <li>Lumber</li> </ul>
Relocation Costs	<ul style="list-style-type: none"> <li>Costs resulting in displacement of a person/business</li> <li>The Grantee shall comply with State Relocation Act</li> </ul>	<ul style="list-style-type: none"> <li>Relocation costs</li> </ul>
Acquisition Costs	<ul style="list-style-type: none"> <li>Costs of acquiring real property</li> </ul>	<ul style="list-style-type: none"> <li>Purchase price</li> <li>Title/escrow fees</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>Other Project-related costs</li> </ul>	<ul style="list-style-type: none"> <li>Communications expenses</li> <li>Insurance</li> </ul>

Note: Authority cited: Section 5003, Public Resources Code. Reference: Sections 5096.348 and 5096.633, Public Resources Code.

## **VII. APPENDICES**

## **APPENDIX A - Resolution**

**RESOLUTION**

**2002 RESOURCES BOND ACT  
ROBERTI-Z'BERG-HARRIS BLOCK GRANT PROGRAM**

**Resolution No:** \_\_\_\_\_

**RESOLUTION OF THE**

---

**(Title of Governing Body, City Council, Board of Supervisors)**

**APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS FOR THE  
ROBERTI-Z'BERG-HARRIS BLOCK GRANT PROGRAM UNDER THE CALIFORNIA  
CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL  
PROTECTION ACT OF 2002**

WHEREAS, the people of the State of California have enacted the CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS AND COASTAL PROTECTION ACT OF 2002 which provides funds for the Roberti-Z'Berg-Harris Block Grant Program for grants to eligible Applicants, and

WHEREAS, the California Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures, and

WHEREAS, said procedures established by the California Department of Parks and Recreation require the Applicant's Governing Body to certify by resolution the approval of the Applicant to apply for the Roberti-Z'Berg-Harris allocation; and

WHEREAS, the Applicant will enter into a Contract with the State of California for the Project;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Applicant's Governing Body)

1. Approves the filing of an Application for local assistance funds from the Roberti-Z'Berg-Harris Block Grant Program under the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002; and
2. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and

4. Certifies that the Project conforms to the recreation element of any applicable city or county general plan; and
5. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to, Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

Approved and Adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by \_\_\_\_\_ following a roll call vote: \_\_\_\_\_  
(Applicant's Governing Body)

Ayes

Noes

Absent

\_\_\_\_\_  
(Clerk)

## **APPENDIX B - Grant Contract**

State of California – The Resources Agency  
**DEPARTMENT OF PARKS AND RECREATION**

**GRANT CONTRACT  
 2002 RESOURCES BOND ACT  
 ROBERTI-Z'BERG-HARRIS BLOCK GRANT PROGRAM**

GRANTEE \_\_\_\_\_

PROJECT PERFORMANCE PERIOD is from July 1, 2003 through June 30, 2011.

The Grantee agrees to the terms and conditions of this Contract, and the State of California, acting through its Director of Parks and Recreation, pursuant to the Roberti-Z'Berg-Harris Block Grant Program under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, agrees to fund the Project(s) up to the total State Grant Amount indicated.

These funds are for high priority projects that satisfy the most urgent park and recreation needs, with emphasis on unmet needs in the most heavily populated and most economically disadvantaged areas within each jurisdiction.

Total State Grant Amount not to exceed \$ \_\_\_\_\_

\_\_\_\_\_  
 Grantee  
 By \_\_\_\_\_  
 (Typed or Printed Name of Authorized Representative)

The General and Special Provisions attached are made a part of and incorporated into the Contract.

\_\_\_\_\_  
 (Signature of Authorized Representative)  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

STATE OF CALIFORNIA  
 DEPARTMENT OF PARKS AND RECREATION  
 By \_\_\_\_\_  
 Date \_\_\_\_\_

I hereby certify that the Grantee has met, or will meet, all federal, state and local environmental, public health, relocation, affirmative action, and clearinghouse requirements and all other appropriate codes, laws, and regulations prior to the expenditure of the grant funds.  
 [Public Resources Code 5626(d)]

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Legal Counsel for Grantee)

**CERTIFICATION OF FUNDING (FOR STATE USE ONLY)**

AMOUNT OF ESTIMATE \$		CONTRACT NUMBER		FUND		
ADJ. INCREASING ENCUMBRANCE \$		APPROPRIATION				
ADJ. DECREASING ENCUMBRANCE \$		ITEM CALSTARS VENDOR NUMBER				
UNENCUMBERED BALANCE \$		LINE ITEM ALLOTMENT		CHAPTER	STATUTE	FISCAL YEAR
T.B.A. NO.	B.R. NO.	INDEX		PCA		OBJ. EXPEND
I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.						
SIGNATURE OF ACCOUNTING OFFICER				DATE		

Grant Contract  
Special Provisions

General Provisions

A. Definitions

1. The term "Act" as used herein means the Appropriation for the Program.
2. The term "Application" as used herein means the individual Application and its required attachments for grants pursuant to the enabling legislation and/or Program.
3. The term "Acquisition" means to obtain fee title or a lesser interest in real property, including specifically, a conservation easement or development rights.
4. The term "Department" means the California Department of Parks and Recreation.
5. The term "Development" means including, but not limited to, improvement, Rehabilitation, restoration, enhancement, Preservation, protection, and interpretation. Bond Act funds may only be used for Capital Improvement.
6. The term "Grantee" as used herein means the party described as the Grantee on page 1 of this Contract. The term "Project" as used herein means the Project described on page 1 of this Contract.
7. The term "State" as used herein means the State of California Department of Parks and Recreation.

B. Project Execution

1. Subject to the availability of grant monies in the Act, the State hereby grants to the Grantee a sum of money (grant monies) not to exceed the amount stated on page 1 of this Contract, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the Description of Project on page 1 of this Contract, and under the terms and conditions set forth in this Contract.

Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the State must be submitted to the State for approval.

2. The Grantee shall complete the Project in accordance with the time of Project Performance set forth on page 1, and under the terms and conditions of this Contract.
3. The Grantee shall comply as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq., Title 14, California Code of Regulations, Section 15000 et. seq.)
4. The Grantee shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.
5. The Grantee shall permit periodic site visits, including a final inspection upon Project completion by the State, to determine if Development work is in accordance with the approved Project Scope.

6. Prior to the commencement of any work, the Grantee agrees to submit any significant deviation from the original Project Scope in writing to the State for prior approval. Changes in the Project Scope must be approved in writing by the State and must meet the exact need described in the original Project Application.
7. If the Project includes Acquisition of real property, the Grantee agrees to comply with all applicable state and local laws or ordinances affecting relocation and real property Acquisition.
8. The Grantee shall provide for public access to Project facilities in accordance with the intent and provisions of the enabling legislation and/or Program.
9. Grantees shall have (1) fee title, (2) lease hold or (3) other interest to the Project lands and demonstrate to the satisfaction of the State that the proposed Project will provide public benefits that are commensurate with the type and duration of the interest in land, as determined by the State, that is held by the Grantee.
10. The Grantee shall maintain and operate the property funded for a period that is commensurate with the type of Project and the proportion of state funds allocated to the capital costs of the Project. With the approval of the State, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use or sale or other disposition of the property, except as authorized by specific Act of the Legislature. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements. If the use of the property is changed to a use that is not permitted by the category from which the grant funds were appropriated, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be used by the Grantee for a purpose authorized by that category, pursuant to agreement with the State as specified in this section, or shall be reimbursed to the fund and be available for Appropriation by the Legislature only for a purpose authorized by that category. If the property sold or otherwise disposed of is less than the entire interest in the property funded with the grant, an amount equal to either the proceeds from the sale or other disposition of the interest or the fair market value of the interest sold or otherwise disposed of, whichever is greater, shall be used by the Grantee for a purpose authorized by the category from which the funds were appropriated, pursuant to agreement with the State as specified in this section, or shall be reimbursed to the fund and be available for Appropriation by the Legislature only for a use authorized by that category.
11. Lands or interests in land acquired with grant funds shall be acquired from a willing seller.
12. The Application shall be accompanied by certification from the Grantee's planning agency that the Project for which the grant is requested is consistent with the Park and Recreation element of the applicable city or county general plan, the District park and recreation plan, or appropriate planning document, as the case may be and will satisfy a high priority need.

C. Project Costs

The Grant monies to be provided to the Grantee under this Contract may be disbursed as follows:

1. If the Project includes Acquisition of real property, the State may disburse to the Grantee the grant monies as follows, but not to exceed, in any event, the total State grant amount set forth on page 1 of this Contract:

- a. Up to a 10% advance of the total Project Amount
  - b. After the property is in escrow, the Grantee may request up to 80% of the total Project Grant Amount as specified in the approved Application, or 100% of the actual Acquisition cost, whichever is less. The Grantee shall immediately place these funds in escrow.
  - c. The remaining Project grant funds shall be paid up to the amount of the grant or the actual Project cost, whichever is less, on completion of the Project and receipt of a detailed summary of Project costs from the Grantee.
2. If the Project includes Development, the State may disburse to the Grantee the grant monies as follows, but not to exceed in any event the total Project Grant Amount set forth on page 1 of this Contract:
    - a. Up to a 10% advance of the total Project Grant amount.
    - b. On proof of award of a construction contract or commencement of construction by Force Account, up to 80% of the total Project Grant Amount, not to exceed 80% of the total dollar amount of any or all awarded construction contracts.
    - c. The remaining Project grant funds shall be paid up to the amount of the grant or the actual Project cost, whichever is less, on completion of the Project and receipt of a detailed summary of Project costs from the Grantee.

D. Project Administration

1. The Grantee shall promptly submit written Project reports as the State may request. In any event, the Grantee shall provide the State a report showing total final Project expenditures.
2. The Grantee shall make property and facilities developed pursuant to this Contract available for inspection upon request by the State.
3. The Grantee shall use any monies advanced by the State under the terms of this Contract solely for the Project herein described.
4. If grant monies are advanced, the Grantee shall place these monies in a separate interest bearing account, setting up and identifying such account prior to the advance. Interest earned on grant monies shall be used on the Project, as approved by the State. If grant monies are advanced and not expended, the unused portion of the grant shall be returned to the State within 60 days of completion of the Project or end of the Project Performance Period, as shown on the signature page, whichever is earlier.
5. The Grantee shall use income earned by the Grantee from use of the Project to further Project purposes, or, if approved by the State, for related purposes within the Grantee's Jurisdiction.

E. Project Termination

1. Any Grant funds that have not been expended by the Grantee shall revert to the fund and be available for Appropriation by the Legislature for one or more of the local assistance programs that the Legislature determines to be the highest priority statewide.
2. The Grantee may unilaterally rescind this Contract at any time prior to the commencement of the Project. After Project commencement this Contract may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the State.

3. Failure by the Grantee to comply with the terms of this Contract or any other Contract under the Act may be cause for suspension of all obligations of the State hereunder. However, such failure shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault of the Grantee. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Contract.
4. Because the benefit to be derived by the State, from the full compliance by the Grantee with the terms of this Contract, is the Preservation, protection and net increase in the quantity and quality of parks, public recreation facilities and/or Historical Resources available to the people of the State of California and because such benefit exceeds to an immeasurable and unascertainable extent, the amount of money furnished by the State by way of grant monies under the provisions of this Contract, the Grantee agrees that payment by the Grantee to the State of an amount equal to the amount of the grant monies disbursed under this Contract by the State would be inadequate compensation to the State for any breach by the Grantee of this Contract. The Grantee further agrees therefore, that the appropriate remedy in the event of a breach by the Grantee of this Contract shall be the specific performance of this Contract, unless otherwise agreed to by the State.
5. The Grantee and the State agree that if the Project includes Development, final payment may not be made until the Project conforms substantially to this Contract.

F. Hold Harmless

1. The Grantee shall waive all claims and recourse against the State including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Contract except claims arising from the concurrent or sole negligence of the State, its officers, agents, and employees.
2. The Grantee shall indemnify, hold harmless and defend the State, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Acquisition, Development, construction, operation or maintenance of the property described as the Project which claims, demands or causes of action arise under Government Code Section 895.2 or otherwise except for liability arising out of the concurrent or sole negligence of the State, its officers, agents, or employees.
3. The Grantee agrees that in the event the State is named as codefendant under the provisions of Government Code Section 895 et. seq., the Grantee shall notify the State of such fact and shall represent the State in the legal action unless the State undertakes to represent itself as codefendant in such legal action in which event the State shall bear its own litigation costs, expenses, and attorney's fees.
4. The Grantee and the State agree that in the event of judgment entered against the State and the Grantee because of the concurrent negligence of the State and the Grantee, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent Jurisdiction. Neither party shall request a jury apportionment.
5. The Grantee shall indemnify, hold harmless and defend the State, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. The Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

G. Financial Records

1. The Grantee shall maintain satisfactory financial accounts, documents and records for the Project and to make them available to the State for auditing at reasonable times. The Grantee also agrees to retain such financial accounts, documents and records for three years following Project termination or final payment.

The Grantee and the State agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Contract or matters related thereto. The Grantee shall maintain and make available for inspection by the State accurate records of all of its costs, disbursements and receipts with respect to its activities under this Contract.

2. The Grantee shall use a generally accepted accounting system.

#### H. Use of Facilities

1. The Grantee agrees that the Grantee shall use the property developed with grant monies under this Contract only for the purposes for which the State grant monies were requested and no other use of the area shall be permitted except by specific Act of the Legislature.
2. The Grantee shall maintain and operate the property developed for a period commensurate with the type of Project and the proportion of State grant funds and local funds allocated to the capital costs of the Project, as determined by the State.

#### I. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this Contract.
2. The Grantee shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this Project Contract or under provisions of the enabling legislation and/or Program.

#### J. Application Incorporation

The Application and any subsequent change or addition approved by the State is hereby incorporated in this Contract as though set forth in full in this Contract.

#### K. Severability

If any provision of this Contract or the Application thereof is held invalid, that invalidity shall not affect other provisions or Applications of the Contract which can be given effect without the invalid provision or Application, and to this end the provisions of this Contract are severable.

## **APPENDIX C - Project Application**

**State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION**

**PROJECT APPLICATION  
2002 RESOURCES BOND ACT**

**Roberti-Z'berg-Harris Block Grant Program**

(Each Project must have its own Application.)

PROJECT NAME  <b>Grant Applicant (Agency, address, and zip code)</b>	Project Grant amount      \$ _____  Estimated Total Project Cost      \$ _____				
PROJECT LATITUDE AND LONGITUDE  WILL THE PROJECT AFFECT A HISTORICAL RESOURCE? ____YES ____NO	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">COUNTY</td> <td style="width:50%;">NEAREST CITY</td> </tr> <tr> <td colspan="2">PROJECT ADDRESS (including zip code)</td> </tr> </table>	COUNTY	NEAREST CITY	PROJECT ADDRESS (including zip code)	
COUNTY	NEAREST CITY				
PROJECT ADDRESS (including zip code)					

Grant Applicant's Representative Authorized in Resolution

Name ( <i>typed or printed</i> ) and Title	Email address	Phone
Person with day-to-day responsibility for Project ( <i>if different from authorized representative</i> )		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone

Brief description of Project

For Dev. Projects, Project Land Tenure is \_\_\_\_\_ acres

\_\_\_\_\_ Acres owned in fee simple by Grant Applicant

\_\_\_\_\_ Acres available under a \_\_\_\_\_ year lease

\_\_\_\_\_ Acres other interest (*explain*) \_\_\_\_\_

\_\_\_\_\_

For Acquisition Projects, Project land will be \_\_\_\_\_ acres

\_\_\_\_\_ Acres to be acquired in fee simple by Grant Applicant

\_\_\_\_\_ Acres to be acquired in other than fee simple (*explain*)

\_\_\_\_\_

\_\_\_\_\_

I certify that the information contained in this Application, including required attachments, is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Grant Applicant's Authorized Representative as shown in Resolution

I certify that this Project is consistent with the park and recreation element of the applicable city or county general plan, the District park and recreation plan, or appropriate planning document, as the case may be, and will satisfy a high priority need.

Signed \_\_\_\_\_  
 Grant Applicant's Planning Agency Representative

## **APPENDIX D - Sample Cost Estimate**

## **SAMPLE COST ESTIMATE**

The sample cost estimate below is to assist you in developing a cost estimate for your Project. You may reformat and change the content as needed to accommodate each Project's scope. The items listed are illustrative only and are not intended to direct you in determining the scope of your Project, but merely to let you know the level of detail preferred.

<b><u>CAPITAL IMPROVEMENTS</u></b>	<b><u>AMOUNT</u></b>
	\$
	\$
	\$
	\$
	\$
SUBTOTAL	\$
<b><u>OTHER PROJECT-RELATED COSTS</u></b>	<b><u>AMOUNT</u></b>
Design	\$
Administration	\$
Contingencies	\$
SUBTOTAL	\$
<b>GRAND TOTAL</b>	<b>\$</b>
<b><u>FUNDING SOURCES</u></b>	
RZH Block	\$
	\$
	\$

## **APPENDIX E - Sample Acquisition Schedule**

**SAMPLE ACQUISITION SCHEDULE**

Assessor's Parcel No.	Acreage	Estimated Date of Acquisition	Estimated value of Land to be Acquired	Estimated Cost of Relocation	Estimated value of Improvements to be Acquired	Total Estimated Cost
					<b>Subtotal</b>	\$
					Administration of relocation program	\$
					<b>Grand Total</b>	\$
	Total Acreage	_____				

**APPENDIX F - Payment Request Form**

State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

**PAYMENT REQUEST FORM**  
**Grant Programs**

<b>1. PROJECT NUMBER</b>	<b>2. CONTRACT NUMBER</b>
--------------------------	---------------------------

**3. GRANTEE**

**4. PROJECT TITLE**

**5. TYPE OF PAYMENT**

ADVANCE <input type="checkbox"/>	REIMBURSEMENT <input type="checkbox"/>	FINAL <input type="checkbox"/>
-------------------------------------	---	-----------------------------------

**6. PAYMENT INFORMATION**  
(ROUND ALL FIGURES TO THE NEAREST DOLLAR)

a. Project Amount \$ \_\_\_\_\_

b. Funds Received to Date \$ \_\_\_\_\_

c. Available (a. minus b.) \$ \_\_\_\_\_

d. Amount of This Request \$

e. Remaining Funds After This Payment (c. minus d.) \$ \_\_\_\_\_

**7. SEND WARRANT TO:**

GRANTEE NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

ATTENTION \_\_\_\_\_

<b>8. TYPED OR PRINTED NAME OF PERSON AUTHORIZED IN RESOLUTION</b>	<b>TITLE</b>	<b>DATE</b>
<b>9. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION</b>		

**FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY**

PAYMENT APPROVAL SIGNATURE	DATE
----------------------------	------

DPR 212 (Rev.5/01)

## PAYMENT REQUEST FORM INSTRUCTIONS

- Type all entries
- Round off all amounts to the nearest dollar
- See Procedural Guide, page 17, for Eligible Costs examples

The following instructions correspond to items on the Payment Request Form:

1. Project Number - The number assigned by the state to this Project
2. Contract Number - As shown in Certification of Funding section of the Grant Contract
3. Grantee - GRANTEE name as shown on the Grant Contract
4. Project Title - Title of Project for which payment is requested
5. Type Of Payment - Check appropriate box, and submit this form:
  - Advance** – When an advance is needed, and after the Grant Contract has been fully executed;
  - Reimbursement** – When the Grantee has periodically spent funds to implement the Project, and is requesting reimbursement; or
  - Final** – When the Grantee has completed the Project, and is requesting the final payment.
6. Payment Information
  - a) State Grant Amount - The amount of state grant funds allocated to this Project.
  - b) Funds Received to Date - Total amount already received for this Project.
  - c) Available. - (a. minus b.)
  - d) Amount of This Payment Request - Amount that is requested.
  - e) Remaining Funds after this payment - (c. minus d.)
7. Send Warrant To - Grantee name, address, and contact person
8. Typed or printed name of person authorized in resolution.
9. Signature Of Authorized Representative

## **APPENDIX G - Project Completion Package**

## **PROJECT COMPLETION PACKAGE**

The Grantee must submit the following forms after the Project is complete and the final payment is needed. Any questions should be directed to the Project Officer.

- Payment Request Form (see page 36)
  - Project Certification Form (see page 40)
  - Project Cost Summary Form (see page 41)
  - Labor Costs Summary Form (if applicable see page 42)
  - Equipment Costs Summary Form (if applicable see page 43)
1. **READ ALL FORMS.** Share them with individuals who will be preparing the financial documents. Make copies of the forms as needed.
  2. The forms have been designed for convenience. The Grantee may elect to use another format, provided that all requested information is presented in a clear and concise manner.
  3. Remember, the Grantee is required to keep source documents for all expenditures related to each grant for at least three years following Project completion and at least one year following an audit. A Project is considered complete upon receipt of final grant payment from the State.

**PROJECT CERTIFICATION FORM**

GRANTEE: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

GRANTEE CONTACT FOR AUDIT PURPOSES

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT DESCRIPTION: List facilities developed and/or property acquired (use additional pages, as required):

LIST OTHER FUNDS ON PROJECT (SOURCES AND AMOUNTS) (use additional pages, as required):

INTEREST EARNED ON ADVANCE GRANT FUNDS: \$ \_\_\_\_\_

HAS A NOTICE OF COMPLETION BEEN FILED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, PLEASE EXPLAIN:

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named Project(s) and that the Project(s) is complete and we have made final payment for all work done.

\_\_\_\_\_  
Grantee's Fiscal Representative  
(Printed or Typed name)

\_\_\_\_\_  
Grantee's Fiscal Representative  
(Signature)

\_\_\_\_\_  
Date



**LABOR COSTS SUMMARY FORM**

**Project Number** \_\_\_\_\_

<b>Work Authorization #</b>	<b>Unit Performing Work</b>	<b>Dates/Pay period</b>	<b>Purpose</b>	<b>Amount</b>
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**Subtotal \$** \_\_\_\_\_

**(Carry Total forward to Project Costs Summary Form) Grand Total \$** \_\_\_\_\_

**EQUIPMENT (RENTAL) COSTS SUMMARY FORM**

**Project Number** \_\_\_\_\_

<b><u>Type of Equipment</u></b>	<b><u>Dates Work Performed</u></b>	<b><u>Amount</u></b>
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**Subtotal \$** \_\_\_\_\_

(Carry Total forward to Project Costs Summary Form) **Grand Total \$** \_\_\_\_\_

## **APPENDIX H - Block Grant Allocations**

**2002 RESOURCES BOND ACT  
ROBERTI-Z'BERG-HARRIS (RZH)  
BLOCK GRANT PROGRAM  
ALLOCATIONS  
APRIL 25, 2003**

<b>County and Regional Park Districts</b>		
<b>County</b>	<b>Jurisdiction</b>	<b>RZH Allocation Dollars</b>
ALAMEDA	County of Alameda*	\$ -
ALAMEDA	East Bay R.P.D.*(Alameda Co.)	\$ 4,515,460
BUTTE	County of Butte	\$ 323,456
CONTRA COSTA	County of Contra Costa	\$ -
FRESNO	County of Fresno	\$ 1,291,635
KERN	County of Kern	\$ 1,074,436
LOS ANGELES	County of Los Angeles*	\$ 19,705,276
MARIN	County of Marin	\$ 390,491
MERCED	County of Merced	\$ 342,051
MONTEREY	County of Monterey	\$ 403,223
MONTEREY	Monterey Peninsula R.P.D.	\$ 236,813
ORANGE	County of Orange*	\$ 5,895,658
PLACER	County of Placer	\$ 413,930
RIVERSIDE	County of Riverside*	\$ 3,297,919
SACRAMENTO	County of Sacramento*	\$ 2,567,054
SAN BERNARDINO	County of San Bernardino*	\$ 3,577,508
SAN DIEGO	County of San Diego*	\$ 5,853,138
SAN FRANCISCO	County of San Francisco	\$ 1,240,070
SAN JOAQUIN	County of San Joaquin	\$ 931,303
SAN LUIS OBISPO	County of San Luis Obispo	\$ 396,272
SAN MATEO	County of San Mateo	\$ 784,060
SANTA BARBARA	County of Santa Barbara	\$ 637,380
SANTA CLARA	County of Santa Clara*	\$ 2,544,959
SANTA CLARA	Midpeninsula R.O.S.D.*(Santa Clara Co.)	\$ 1,240,318
SANTA CRUZ	County of Santa Cruz	\$ 406,570
SOLANO	County of Solano	\$ 634,098
SONOMA	County of Sonoma	\$ 735,979
STANISLAUS	County of Stanislaus	\$ 733,635
TULARE	County of Tulare	\$ 592,533
VENTURA	County of Ventura	\$ 1,218,975

Note: A county with no Allocation is the result of an overlap with a regional park District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

Cities and Recreation and Park Districts		
County	JURISDICTION	RZH Allocation Dollars
ALAMEDA	City of Alameda	\$ 202,006
ALAMEDA	City of Albany	\$ 45,357
ALAMEDA	City of Berkeley	\$ 283,242
ALAMEDA	City of Dublin	\$ 90,713
ALAMEDA	City of Emeryville	\$ 19,767
ALAMEDA	City of Fremont	\$ 564,859
ALAMEDA	City of Hayward	\$ -
ALAMEDA	City of Livermore	\$ -
ALAMEDA	City of Newark	\$ 118,198
ALAMEDA	City of Oakland*	\$ 1,804,043
ALAMEDA	City of Piedmont	\$ 30,193
ALAMEDA	City of Pleasanton	\$ 179,260
ALAMEDA	City of San Leandro	\$ 220,149
ALAMEDA	City of Union City	\$ 190,092
ALAMEDA	Hayward Area R.P.D.	\$ 741,374
ALAMEDA	Livermore Area R.P.D.	\$ 215,646
BUTTE	City of Chico	\$ 180,885
BUTTE	Chico Area R.P.D.	\$ 77,177
BUTTE	Durham R.P.D.	\$ 14,135
CONTRA COSTA	City of Antioch	\$ 261,850
CONTRA COSTA	City of Brentwood	\$ 80,288
CONTRA COSTA	City of Clayton	\$ 29,786
CONTRA COSTA	City of Concord	\$ 335,504
CONTRA COSTA	City of El Cerrito	\$ 63,635
CONTRA COSTA	City of Hercules	\$ 54,563
CONTRA COSTA	City of Lafayette	\$ 65,322
CONTRA COSTA	City of Martinez	\$ 99,378
CONTRA COSTA	City of Oakley	\$ 70,810
CONTRA COSTA	City of Orinda	\$ 48,335
CONTRA COSTA	City of Pinole	\$ 52,668
CONTRA COSTA	City of Pittsburg	\$ 162,201
CONTRA COSTA	City of Pleasant Hill	\$ -
CONTRA COSTA	City of Richmond	\$ 273,764
CONTRA COSTA	City of San Pablo	\$ 83,673
CONTRA COSTA	City of San Ramon	\$ 125,238
CONTRA COSTA	City of Walnut Creek	\$ 178,448
CONTRA COSTA	Town of Danville	\$ 116,438
CONTRA COSTA	Town of Moraga	\$ 44,680
CONTRA COSTA	Ambrose R.P.D.	\$ 58,311
CONTRA COSTA	Pleasant Hill R.P.D.	\$ 108,322

Note: A city with no allocation is the result of an overlap with a district that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a heavily urbanized jurisdiction.

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
FRESNO	City of Clovis	\$ 197,132
FRESNO	City of Fresno*	\$ 1,930,255
FRESNO	Calwa R.P.D.	\$ 25,725
FRESNO	Malaga County Water District	\$ 5,416
IMPERIAL	City of El Centro	\$ 106,554
IMPERIAL	City of Imperial	\$ 22,408
KERN	City of Bakersfield	\$ 628,356
KERN	Bear Mountain R.P.D.	\$ 84,813
KERN	North Bakersfield R.P.D.	\$ 226,009
KINGS	City of Hanford	\$ 118,063
KINGS	City of Lemoore	\$ 55,917
LOS ANGELES	City of Agoura Hills	\$ 58,490
LOS ANGELES	City of Alhambra	\$ 238,292
LOS ANGELES	City of Arcadia	\$ 148,661
LOS ANGELES	City of Artesia	\$ 45,492
LOS ANGELES	City of Azusa	\$ 124,832
LOS ANGELES	City of Baldwin Park	\$ 212,296
LOS ANGELES	City of Bell	\$ 101,815
LOS ANGELES	City of Bell Gardens	\$ 122,395
LOS ANGELES	City of Bellflower	\$ 203,360
LOS ANGELES	City of Beverly Hills	\$ 94,369
LOS ANGELES	City of Bradbury	\$ 2,410
LOS ANGELES	City of Burbank	\$ 278,368
LOS ANGELES	City of Calabasas	\$ 56,188
LOS ANGELES	City of Carson	\$ 252,372
LOS ANGELES	City of Cerritos	\$ 143,787
LOS ANGELES	City of Claremont	\$ 96,264
LOS ANGELES	City of Commerce	\$ 35,067
LOS ANGELES	City of Compton	\$ 259,684
LOS ANGELES	City of Covina	\$ 130,248
LOS ANGELES	City of Cudahy	\$ 68,103
LOS ANGELES	City of Culver City	\$ 107,908
LOS ANGELES	City of Diamond Bar	\$ 157,327
LOS ANGELES	City of Downey	\$ 298,948
LOS ANGELES	City of Duarte	\$ 59,844
LOS ANGELES	City of El Monte	\$ 323,589
LOS ANGELES	City of El Segundo	\$ 44,680
LOS ANGELES	City of Gardena	\$ 161,930

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction .

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
LOS ANGELES	City of Glendale	\$ 542,113
LOS ANGELES	City of Glendora	\$ 137,559
LOS ANGELES	City of Hawaiian Gardens	\$ 41,430
LOS ANGELES	City of Hawthorne	\$ 233,959
LOS ANGELES	City of Hermosa Beach	\$ 51,991
LOS ANGELES	City of Hidden Hills	\$ 5,307
LOS ANGELES	City of Huntington Park	\$ 170,324
LOS ANGELES	City of Industry	\$ 2,139
LOS ANGELES	City of Inglewood	\$ 311,674
LOS ANGELES	City of Irwindale	\$ 4,008
LOS ANGELES	City of La Canada-Flintridge	\$ 56,730
LOS ANGELES	City of La Habra Heights	\$ 16,044
LOS ANGELES	City of La Mirada	\$ 129,842
LOS ANGELES	City of La Puente	\$ 114,136
LOS ANGELES	City of La Verne	\$ 88,005
LOS ANGELES	City of Lakewood	\$ 220,420
LOS ANGELES	City of Lancaster	\$ 333,337
LOS ANGELES	City of Lawndale	\$ 88,005
LOS ANGELES	City of Lomita	\$ 55,782
LOS ANGELES	City of Long Beach*	\$ 2,087,801
LOS ANGELES	City of Los Angeles*	\$ 16,802,136
LOS ANGELES	City of Lynwood	\$ 194,424
LOS ANGELES	City of Malibu	\$ 35,338
LOS ANGELES	City of Manhattan Beach	\$ 96,129
LOS ANGELES	City of Maywood	\$ 77,986
LOS ANGELES	City of Monrovia	\$ 102,763
LOS ANGELES	City of Montebello	\$ 172,761
LOS ANGELES	City of Monterey Park	\$ 169,512
LOS ANGELES	City of Norwalk	\$ 288,928
LOS ANGELES	City of Palmdale	\$ 334,962
LOS ANGELES	City of Palos Verdes Estates	\$ 37,233
LOS ANGELES	City of Paramount	\$ 153,536
LOS ANGELES	City of Pasadena	\$ 375,851
LOS ANGELES	City of Pico Rivera	\$ 176,552
LOS ANGELES	City of Pomona	\$ 416,739
LOS ANGELES	City of Rancho Palos Verdes	\$ 113,221
LOS ANGELES	City of Redondo Beach	\$ 177,906
LOS ANGELES	City of Rolling Hills	\$ 5,199
LOS ANGELES	City of Rolling Hills Estates	\$ 21,460
LOS ANGELES	City of Rosemead	\$ 149,745
LOS ANGELES	City of San Dimas	\$ 97,347
LOS ANGELES	City of San Fernando	\$ 65,666

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
LOS ANGELES	City of San Gabriel	\$ 110,887
LOS ANGELES	City of San Marino	\$ 36,015
LOS ANGELES	City of Santa Clarita	\$ 428,654
LOS ANGELES	City of Santa Fe Springs	\$ 48,606
LOS ANGELES	City of Santa Monica	\$ 238,292
LOS ANGELES	City of Sierra Madre	\$ 29,380
LOS ANGELES	City of Signal Hill	\$ 26,875
LOS ANGELES	City of South El Monte	\$ 58,761
LOS ANGELES	City of South Gate	\$ 268,620
LOS ANGELES	City of South Pasadena	\$ 67,561
LOS ANGELES	City of Temple City	\$ 93,015
LOS ANGELES	City of Torrance	\$ 384,787
LOS ANGELES	City of Vernon	\$ 257
LOS ANGELES	City of Walnut	\$ 83,673
LOS ANGELES	City of West Covina	\$ 295,427
LOS ANGELES	City of West Hollywood	\$ 99,649
LOS ANGELES	City of Westlake Village	\$ 23,220
LOS ANGELES	City of Whittier	\$ 231,793
LOS ANGELES	Miraleste R.P.D.	\$ 1,324
LOS ANGELES	Westfield R.P.D.	\$ 2,196
MADERA	City of Madera	\$ 124,968
MARIN	City of Belvedere	\$ 5,822
MARIN	City of Larkspur	\$ 32,765
MARIN	City of Mill Valley	\$ 37,098
MARIN	City of Novato	\$ 132,008
MARIN	City of San Rafael	\$ 153,536
MARIN	City of Sausalito	\$ 19,970
MARIN	Town of Corte Madera	\$ 25,522
MARIN	Town of Fairfax	\$ 19,903
MARIN	Town of Ross	\$ 6,363
MARIN	Town of San Anselmo	\$ 33,577
MARIN	Town of Tiburon	\$ 23,694
MARIN	Strawberry R.P.D.	\$ 11,966
MERCED	City of Atwater	\$ 65,124
MERCED	City of Merced	\$ 178,989

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
MONTEREY	City of Carmel-by-the-Sea	\$ 11,048
MONTEREY	City of Del Rey Oaks	\$ 4,468
MONTEREY	City of Marina	\$ 56,865
MONTEREY	City of Monterey	\$ 80,694
MONTEREY	City of Pacific Grove	\$ 41,972
MONTEREY	City of Salinas	\$ 401,846
MONTEREY	City of Sand City	\$ 731
MONTEREY	City of Seaside	\$ 87,193
MONTEREY	Carmel Valley R.P.D.	\$ 13,269
MONTEREY	North County Recreation Dist.	\$ 41,809
NAPA	City of American Canyon	\$ 30,463
NAPA	City of Napa	\$ 200,652
ORANGE	City of Aliso Viejo	\$ 114,272
ORANGE	City of Anaheim*	\$ 1,477,038
ORANGE	City of Brea	\$ 99,785
ORANGE	City of Buena Park	\$ 216,087
ORANGE	City of Costa Mesa	\$ 299,760
ORANGE	City of Cypress	\$ -
ORANGE	City of Dana Point	\$ 97,483
ORANGE	City of Fountain Valley	\$ 151,369
ORANGE	City of Fullerton	\$ 350,126
ORANGE	City of Garden Grove	\$ 456,545
ORANGE	City of Huntington Beach	\$ 526,949
ORANGE	City of Irvine	\$ 426,488
ORANGE	City of La Habra	\$ 164,367
ORANGE	City of La Palma	\$ 42,920
ORANGE	City of Laguna Beach	\$ 65,801
ORANGE	City of Laguna Hills	\$ 91,526
ORANGE	City of Laguna Niguel	\$ 171,949
ORANGE	City of Laguna Woods	\$ 45,492
ORANGE	City of Lake Forest	\$ 207,422
ORANGE	City of Los Alamitos	\$ 31,682
ORANGE	City of Mission Viejo	\$ 266,182
ORANGE	City of Newport Beach	\$ 196,320
ORANGE	City of Orange	\$ 359,874
ORANGE	City of Placentia	\$ 130,790
ORANGE	City of Rancho Santa Margarita	\$ 131,331
ORANGE	City of San Clemente	\$ 148,661
ORANGE	City of San Juan Capistrano	\$ 93,963
ORANGE	City of Santa Ana*	\$ 1,516,756

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
ORANGE	City of Seal Beach	\$ 66,884
ORANGE	City of Stanton	\$ 103,169
ORANGE	City of Tustin	\$ 187,113
ORANGE	City of Villa Park	\$ 16,721
ORANGE	City of Westminster	\$ 242,895
ORANGE	City of Yorba Linda	\$ 164,638
ORANGE	Cypress R.P.D.	\$ 127,946
PLACER	City of Auburn	\$ 3,331
PLACER	City of Loomis	\$ 16,653
PLACER	City of Rocklin	\$ 111,293
PLACER	City of Roseville	\$ 231,522
PLACER	Auburn Area R.P.D.	\$ 129,492
RIVERSIDE	City of Banning	\$ 66,749
RIVERSIDE	City of Beaumont	\$ 28,080
RIVERSIDE	City of Calimesa	\$ 19,700
RIVERSIDE	City of Canyon Lake	\$ 28,026
RIVERSIDE	City of Cathedral City	\$ 122,937
RIVERSIDE	City of Coachella	\$ 52,641
RIVERSIDE	City of Corona	\$ 362,853
RIVERSIDE	City of Hemet	\$ 116,573
RIVERSIDE	City of Indian Wells	\$ 9,423
RIVERSIDE	City of Indio	\$ 113,080
RIVERSIDE	City of La Quinta	\$ 62,172
RIVERSIDE	City of Lake Elsinore	\$ 84,079
RIVERSIDE	City of Moreno Valley	\$ 396,430
RIVERSIDE	City of Murrieta	\$ 139,725
RIVERSIDE	City of Norco	\$ 67,426
RIVERSIDE	City of Palm Desert	\$ 116,032
RIVERSIDE	City of Palm Springs	\$ 118,333
RIVERSIDE	City of Perris	\$ 101,545
RIVERSIDE	City of Rancho Mirage	\$ 38,858
RIVERSIDE	City of Riverside	\$ 729,497
RIVERSIDE	City of San Jacinto	\$ 27,404
RIVERSIDE	City of Temecula	\$ 196,861
RIVERSIDE	Beaumont-Cherry Valley R.P.D.	\$ 26,077
RIVERSIDE	Coachella Valley R.P.D.	\$ 239,865
RIVERSIDE	Jurupa Area R.P.D.	\$ 224,666
RIVERSIDE	Valley Wide R.P.D.	\$ 226,147

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

Cities and Recreation and Park Districts		
County	JURISDICTION	RZH Allocation Dollars
SACRAMENTO	City of Citrus Heights	\$ -
SACRAMENTO	City of Elk Grove	\$ 220,420
SACRAMENTO	City of Folsom	\$ 164,638
SACRAMENTO	City of Galt	\$ 57,677
SACRAMENTO	City of Sacramento*	\$ 1,874,842
SACRAMENTO	Arcade Creek R.P.D.	\$ 57,732
SACRAMENTO	Arden Manor R.P.D.	\$ 20,718
SACRAMENTO	Arden Park R.P.D.	\$ 12,505
SACRAMENTO	Carmichael R.P.D.	\$ 134,694
SACRAMENTO	Cordova R.P.D.	\$ 272,706
SACRAMENTO	Fair Oaks R.P.D.	\$ 75,842
SACRAMENTO	Fulton-El Camino R.P.D.	\$ 82,113
SACRAMENTO	Mission Oaks R.P.D.	\$ 162,583
SACRAMENTO	North Highlands R.P.D.	\$ 117,811
SACRAMENTO	Orangevale R.P.D.	\$ 86,651
SACRAMENTO	Rio Linda/Elverta P.R.D.	\$ 52,272
SACRAMENTO	Southgate R.P.D.	\$ 276,207
SACRAMENTO	Sunrise R.P.D.	\$ 422,699
SAN BERNARDINO	City of Adelanto	\$ 50,502
SAN BERNARDINO	City of Chino	\$ 186,301
SAN BERNARDINO	City of Chino Hills	\$ 192,258
SAN BERNARDINO	City of Colton	\$ 132,956
SAN BERNARDINO	City of Fontana	\$ 376,663
SAN BERNARDINO	City of Grand Terrace	\$ 32,224
SAN BERNARDINO	City of Hesperia	\$ -
SAN BERNARDINO	City of Highland	\$ 124,020
SAN BERNARDINO	City of Loma Linda	\$ 53,209
SAN BERNARDINO	City of Montclair	\$ 91,661
SAN BERNARDINO	City of Ontario	\$ 439,485
SAN BERNARDINO	City of Rancho Cucamonga	\$ 371,247
SAN BERNARDINO	City of Redlands	\$ 178,719
SAN BERNARDINO	City of Rialto	\$ 256,705
SAN BERNARDINO	City of San Bernardino	\$ 513,951
SAN BERNARDINO	City of Upland	\$ 190,904
SAN BERNARDINO	City of Victorville	\$ -
SAN BERNARDINO	City of Yucaipa	\$ 117,792
SAN BERNARDINO	Town of Apple Valley	\$ 153,806
SAN BERNARDINO	Bloomington P.R.D.	\$ 70,369
SAN BERNARDINO	Hesperia P.R.D.	\$ 194,573
SAN BERNARDINO	Victorville R.P.D.	\$ 224,934

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
SAN DIEGO	City of Carlsbad	\$ 238,292
SAN DIEGO	City of Chula Vista	\$ 516,930
SAN DIEGO	City of Coronado	\$ 70,269
SAN DIEGO	City of Del Mar	\$ 12,185
SAN DIEGO	City of El Cajon	\$ 261,308
SAN DIEGO	City of Encinitas	\$ 162,471
SAN DIEGO	City of Escondido	\$ 370,977
SAN DIEGO	City of Imperial Beach	\$ 74,466
SAN DIEGO	City of La Mesa	\$ 150,557
SAN DIEGO	City of Lemon Grove	\$ 68,644
SAN DIEGO	City of National City	\$ 157,327
SAN DIEGO	City of Oceanside	\$ 452,754
SAN DIEGO	City of Poway	\$ 134,445
SAN DIEGO	City of San Diego*	\$ 5,541,430
SAN DIEGO	City of San Marcos	\$ 164,638
SAN DIEGO	City of Santee	\$ 145,412
SAN DIEGO	City of Solana Beach	\$ 36,015
SAN DIEGO	City of Vista	\$ 249,394
SAN FRANCISCO	City of San Francisco*	\$ 3,502,173
SAN JOAQUIN	City of Lathrop	\$ 31,411
SAN JOAQUIN	City of Lodi	\$ 160,847
SAN JOAQUIN	City of Manteca	\$ 148,932
SAN JOAQUIN	City of Ripon	\$ 30,193
SAN JOAQUIN	City of Stockton	\$ 687,254
SAN JOAQUIN	City of Tracy	\$ 177,635
SAN LUIS OBISPO	City of Atascadero	\$ 73,112
SAN LUIS OBISPO	City of Paso Robles	\$ 69,863
SAN LUIS OBISPO	City of San Luis Obispo	\$ 120,364
SAN MATEO	City of Belmont	\$ 68,373
SAN MATEO	City of Brisbane	\$ 9,911
SAN MATEO	City of Burlingame	\$ 76,903
SAN MATEO	City of Daly City	\$ 282,700
SAN MATEO	City of East Palo Alto	\$ 84,214
SAN MATEO	City of Foster City	\$ 78,257
SAN MATEO	City of Menlo Park	\$ 84,079
SAN MATEO	City of Millbrae	\$ 56,323
SAN MATEO	City of Pacifica	\$ 104,929
SAN MATEO	City of Redwood City	\$ 206,610

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
SAN MATEO	City of San Bruno	\$ 109,262
SAN MATEO	City of San Carlos	\$ 75,549
SAN MATEO	City of San Mateo	\$ 254,809
SAN MATEO	City of South San Francisco	\$ 165,179
SAN MATEO	Town of Atherton	\$ 19,564
SAN MATEO	Town of Colma	\$ 3,277
SAN MATEO	Town of Hillsborough	\$ 29,786
SAN MATEO	Town of Portola Valley	\$ 12,212
SAN MATEO	Town of Woodside	\$ 14,622
SAN MATEO	Highlands R.D.	\$ 6,645
SAN MATEO	Ladera R.D.	\$ 4,333
SANTA BARBARA	City of Carpinteria	\$ 39,129
SANTA BARBARA	City of Goleta	\$ 78,528
SANTA BARBARA	City of Lompoc	\$ 112,782
SANTA BARBARA	City of Santa Barbara	\$ 245,603
SANTA BARBARA	City of Santa Maria	\$ 217,983
SANTA BARBARA	Isla Vista R.P.D.	\$ 57,049
SANTA CLARA	City of Campbell	\$ 103,982
SANTA CLARA	City of Cupertino	\$ 129,165
SANTA CLARA	City of Gilroy	\$ 119,010
SANTA CLARA	City of Los Altos	\$ 75,414
SANTA CLARA	City of Milpitas	\$ 172,761
SANTA CLARA	City of Monte Sereno	\$ 9,532
SANTA CLARA	City of Morgan Hill	\$ 94,233
SANTA CLARA	City of Mountain View	\$ 193,883
SANTA CLARA	City of Palo Alto	\$ 163,825
SANTA CLARA	City of San Jose*	\$ 4,051,154
SANTA CLARA	City of Santa Clara	\$ 282,430
SANTA CLARA	City of Saratoga	\$ 82,454
SANTA CLARA	City of Sunnyvale	\$ 359,604
SANTA CLARA	Town of Los Altos Hills	\$ 21,663
SANTA CLARA	Town of Los Gatos	\$ 78,392
SANTA CLARA	Rancho Rinconada R.P.D.	\$ 12,185
SANTA CRUZ	City of Capitola	\$ 27,485
SANTA CRUZ	City of Santa Cruz	\$ 149,203
SANTA CRUZ	City of Scotts Valley	\$ 31,411
SANTA CRUZ	City of Watsonville	\$ 129,842
SANTA CRUZ	Alba R.D.	\$ 184
SANTA CRUZ	Boulder Creek R.P.D.	\$ 29,562
SANTA CRUZ	La Selva Beach R.D.	\$ 6,187
SANTA CRUZ	Opal Cliffs P.R.D.	\$ 2,166

Note: A city with no Allocation is the result of an overlap with a District that operates and manages park and recreational areas and facilities for that population.

Note: \* indicates a Heavily Urbanized Jurisdiction.

<b>Cities and Recreation and Park Districts</b>		
<b>County</b>	<b>JURISDICTION</b>	<b>RZH Allocation Dollars</b>
SHASTA	City of Anderson	\$ 25,251
SHASTA	City of Redding	\$ 229,085
SHASTA	City of Shasta Lake	\$ 25,454
SOLANO	City of Benicia	\$ 73,112
SOLANO	City of Fairfield	\$ 271,327
SOLANO	City of Suisun City	\$ 72,164
SOLANO	City of Vacaville	\$ 249,935
SOLANO	City of Vallejo	\$ -
SOLANO	Greater Vallejo R.P.D.	\$ 329,500
SONOMA	City of Cotati	\$ 18,549
SONOMA	City of Healdsburg	\$ 31,140
SONOMA	City of Petaluma	\$ 151,911
SONOMA	City of Rohnert Park	\$ 114,949
SONOMA	City of Santa Rosa	\$ 414,031
SONOMA	City of Sebastopol	\$ 21,257
SONOMA	City of Windsor	\$ 65,666
STANISLAUS	City of Ceres	\$ 96,535
STANISLAUS	City of Hughson	\$ 11,454
STANISLAUS	City of Modesto	\$ 537,781
STANISLAUS	City of Riverbank	\$ 46,034
STANISLAUS	City of Turlock	\$ 160,847
SUTTER	City of Yuba City	\$ 127,811
TULARE	City of Exeter	\$ 25,589
TULARE	City of Farmersville	\$ 24,438
TULARE	City of Porterville	\$ 111,022
TULARE	City of Visalia	\$ 259,413
VENTURA	City of Camarillo	\$ -
VENTURA	City of Moorpark	\$ 89,495
VENTURA	City of Ojai	\$ 21,460
VENTURA	City of Oxnard	\$ 492,830
VENTURA	City of Port Hueneme	\$ 59,167
VENTURA	City of San Buenaventura	\$ 277,014
VENTURA	City of Simi Valley	\$ -
VENTURA	City of Thousand Oaks	\$ -
VENTURA	Conejo R.P.D.	\$ 347,453
VENTURA	Pleasant Valley R.P.D.	\$ 176,011
VENTURA	Rancho Simi R.P.D.	\$ 367,659
YOLO	City of Davis	\$ 171,407
YOLO	City of West Sacramento	\$ 93,421
YUBA	City of Marysville	\$ 33,307
YUBA	Olivehurst P.U.D.	\$ 32,538

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